

## PRINTING PRODUCTION SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0299	Printing Production Assistant	14	661	6 mo.	09/30/87
1465	Printing Estimator	14	661	6 mo.	09/30/87
0925	Printing Production Coordinator	14	661	6 mo.	09/30/87

### *Promotional Line: 3*

#### Series Narrative

Employees in this series perform duties involved in the preparation, estimation, scheduling, proofing, and/or billing of job orders in a printing operation.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Printing Production Assistant** **0299**

Employees at this level perform duties related to the printing trade. They work under general supervision from a designated supervisor.

A Printing Production Assistant typically –

1. writes up and/or types job tickets
2. writes up and/or types work orders as assigned
3. assists in preparing copy and layouts
4. handles routine correspondence relating to proofs
5. approves press proofs
6. gives out information as directed
7. estimates costs
8. maintains filing system for standing type and for offset negatives
9. keeps records
10. performs other related duties as assigned

##### **Level II: Printing Estimator** **1465**

Employees at this level prepare cost and production schedule estimates for printing orders and perform other duties related to the printing trade. They work under direction from a designated supervisor.

A Printing Estimator typically –

1. prepares cost estimates and production schedules
2. recognizes causes of delay and takes appropriate action
3. maintains records of expenditures and issues billing for completed work
4. supervises assigned personnel
5. perform other related duties as assigned

**Level III: Printing Production Coordinator**

**0925**

Employees at this level perform duties involving professional knowledge of the printing trade. They work under supervision from a designated supervisor.

A Printing Production Coordinator typically –

1. writes job tickets
2. prepares copy and layouts
3. approves press proofs
4. handles offset printing jobs
5. supervises Printing Production Assistants and other employees as assigned
6. meets and works with persons requesting printing service
7. handles routine correspondence
8. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**

**Level I: Printing Production Assistant**

**0299**

**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. clerical aptitude
2. ability to typewrite at a working rate of speed

3. good vision
4. ability to communicate

**Level II: Printing Estimator****1465**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of work experience that provided a general knowledge of the total operation of a print shop (including letterpress if required by the employer)

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of procedures, processes, equipment, and terminology utilized in the printing trade
2. working knowledge of cost accounting methods
3. supervisory ability

**Level III: Printing Production Coordinator****0925**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. five years of print shop experience

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. clerical aptitude
2. aptitude for attention to detail
3. supervisory ability
4. ability to typewrite

Printing Production Assistant .....	Edited
Printing Estimator .....	Edited
Printing Production Coordinator .....	Edited